

1 The Transylvania County Board of Education (the “board”) believes that the appearance and the
2 conduct of its faculty are of supreme importance in establishing a positive image for education in
3 the community and for presenting a good example for students. Therefore, the board affirms its
4 expectation that all personnel will be professionally, neatly, and appropriately attired for the
5 work to be done. An employee’s dress must not disrupt or distract from the educational process
6 and must be in accordance with health and safety standards. The superintendent shall develop
7 and communicate to employees guidelines for appropriate dress and appearance. Such
8 guidelines (1) must be gender-neutral; (2) may authorize the principal or department supervisors
9 to develop specific dress or appearance requirements for each school or department; (3) may
10 authorize exemptions from the guidelines for employees performing specialized duties that
11 require a different form of dress; and (4) must provide a process for offering reasonable
12 accommodations when required by law.

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14 Administrative and supervisory personnel shall set a good example in personal appearance and
15 good manners and shall encourage and expect employees to dress in accordance with the board’s
16 expectations. An employee’s supervisor will make an initial determination of whether an
17 employee’s dress or appearance is inappropriate. In making this determination, the supervisor
18 will consider the following factors:

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20 1. the nature of the work;
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22 2. whether the dress is consistent with a professional environment;
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24 3. health and safety factors;
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26 4. the nature of the employee’s public contact and the normal expectations of outside parties
27 with whom the employee will work;
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29 5. the employee’s interaction with students;
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31 6. the prevailing practices of other workers in similar jobs; and
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33 7. any properly established guidelines for dress or appearance.

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35 If the supervisor determines that the employee’s dress or appearance violates the established
36 guidelines or is hazardous to the health or safety of the employee, fellow employees, or students,
37 the supervisor shall counsel the employee regarding attire that is consistent with this policy and
38 shall determine whether the employee is allowed to remain at work or must leave work to change
39 his or her dress. Any failure to follow the supervisor’s directive and/or blatant or repeated
40 violations of this policy will subject the employee to disciplinary action, up to and including
41 dismissal.

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43 Legal References: Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*; Title VII of the
44 Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*; **Consolidated Appropriations Act, 2023, P.L.**

45 **117-328, div. II - Pregnant Workers Fairness Act; *Bostock v. Clayton County*, 590 U.S. ___, 140**
46 **S. Ct. 1731 (2020); G.S. 115C-36, -47**

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48 Cross References:

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50 Adopted: January 19, 2016

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52 Revised: December 20, 2021; **[DATE]**

REVISED